

## **EDITED TASK LISTING**

### **CLASS: RESEARCH PROGRAM SPECIALIST II – SOCIAL/BEHAVIORAL**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Designs social research methodology and techniques necessary to conduct a major research project (e.g., a program evaluation) and statistical studies (e.g., population projection, recidivism rates, employability, inmate and ward behavior, etc.) of correctional programs and ensure compliance with legislative mandates utilizing various resources (e.g. raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, Departmental Operations Manual (DOM), legislative mandates, etc.) as directed by the Governor's Office, legislature, Department of Corrections and Rehabilitation (CDCR) Secretary and the Office of Research.
<b>2.</b>	Directs major research projects and statistical studies (e.g., sampling, needs assessment, process evaluation, effectiveness (outcome) evaluation, cost analysis, data base administration and maintenance, survey administration, statistical analysis, etc.) to develop evidence-based correctional programs utilizing various resources (e.g., raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, etc.) as directed by the Governor's Office, legislature, CDCR Secretary and the Office of Research.
<b>3.</b>	Acts as subject matter expert and primary resource for CDCR in order to provide current best practices information based upon historical and current research and statistics utilizing various resources (e.g., raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, etc.) as directed by the Governor's Office, legislature, CDCR Secretary and the Office of Research.
<b>4.</b>	Applies research methodology and techniques for a major research project and statistical studies of correctional programs (e.g., sampling, needs assessment, process evaluation, effectiveness (outcome) evaluation, cost analysis, data base administration and maintenance, survey administration, statistical analysis, etc.) utilizing various resources (e.g., raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, etc.) as directed by the Governor's Office, legislature, CDCR Secretary and the Office of Research.
<b>5.</b>	Recommends a design of evaluations of departmental programs to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, CDCR Secretary, and the Office of Research.

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<b>Task #</b>	<b>Task</b>
<b>6.</b>	Manages research projects to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., California Department of Corrections and Rehabilitation (CDCR) staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, CDCR Secretary, and the Office of Research.
<b>7.</b>	Performs statistical analyses to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., CDCR staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, CDCR Secretary, and the Office of Research.
<b>8.</b>	Coordinates collection of qualitative and quantitative data on offender and parolee programs to produce a comprehensive report summarizing program implementation, efficiency and effectiveness utilizing various resources (e.g., self-report survey and interview instruments, CDCR staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, CDCR Secretary, and the Office of Research.
<b>9.</b>	Scientifically and objectively controls numerous factors and extraneous variables frequently found in social data to maintain study validity and research integrity utilizing various statistical techniques on a continuous basis.
<b>10.</b>	Synthesizes information from a variety of disciplines (e.g., sociology, criminal justice, health sciences, psychology, etc.) to produce summary/descriptive reports on policy and program relevant issues utilizing various resources (e.g., CDCR staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, CDCR Secretary, and the Office of Research.
<b>11.</b>	Makes multi-media presentations in meetings with stakeholders, legislative staff, departmental management, program staff, and other relevant audiences related to research projects to disseminate information and to report research progress, barriers, and findings utilizing various resources (e.g., CDCR staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as directed by the Governor's Office, legislature, CDCR Secretary, and the Office of Research.

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<b>12.</b>	Acts as consultant/advisor to external researchers and others (e.g., university faculty, staff, and students, representatives from state agencies, independent research groups, policy makers, and federal government, etc.) on their projects to provide guidance, understanding and technical support utilizing various resources (e.g., CDCR staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as needed.
<b>13.</b>	Prepares various written documents, (e.g., technical/final research reports, memoranda, correspondence, interagency agreements, research grant proposals, surveys, statistical tables, charts, graphs, etc.) to provide and/or request information from others utilizing various resources (e.g., computer hardware/software, professional knowledge, Federal and State laws, Penal Code, DOM, etc.) as needed.
<b>14.</b>	Develops electronic databases containing information on offender and parolee characteristics, program entry/exit and participation, inmate and ward misconduct, post-release recidivism and adjustment utilizing various resources (e.g., self-report survey and interview instruments, CDCR staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as needed.
<b>15.</b>	Maintains electronic databases containing information on offender and parolee characteristics, program entry/exit and participation, inmate and ward misconduct, post-release recidivism and adjustment utilizing various resources (e.g., self-report survey and interview instruments, CDCR staff and other state and local agencies, raw data files, existing data bases, statistical software packages, literature from scientific community, State laws, Penal Code, Title 15, DOM, legislative mandates, program records and annual reports, etc.) as needed.
<b>16.</b>	Oversees field staff involved in data collection and data reporting to ensure reliability, validity, comprehensiveness, and integrity of data, utilizing various resources (e.g., institutional and service provider site visits, teleconferencing, internet, etc.) on a periodic basis.
<b>17.</b>	Trains field staff involved in data collection and data reporting to ensure reliability, validity, comprehensiveness, and integrity of data, utilizing various resources (e.g., institutional and service provider site visits, teleconferencing, internet, etc.) on a periodic basis.
<b>18.</b>	Attends training and regional/national conferences in order to remain up-to-date with scientific methods and software applications and to present findings related to correctional research utilizing membership in professional organizations and the internet, etc. in order to perform essential functions within the Office of Research.